

## **Minutes of the Finance Committee**

**Wednesday, February 5, 2003**

Chair Haukohl called the meeting to order at 3:00 p.m.

**Present:** Supervisors Pat Haukohl (Chair), Joe Griffin, Jim Behrend, Joe Marchese, and Genia Bruce.  
Don Broesch arrived at 3:06 p.m.      **Absent:** Mike Sonnentag.

**Also Present :** Legislative Policy Advisor Mark Mader, Chief of Staff Lee Esler, City of Waukesha Transit Director Robert Johnson, Wisconsin Coach Lines Vice President Tom Dieckelman, Senior Services Director Cathy Bellovary, Senior Financial Analyst Steve Krafcheck, Client Services Specialist Judy Roehm, Senior Financial Analyst Clara Daniels, County Board Supervisor Kathleen Cummings, Budget Specialist Linda Witkowski, Public Works Director Rich Bolte, Business Manager Betsy Crosswaite, Federated Library Director Tom Hennen, Senior Financial Analyst Andy Thelke, Budget Manager Keith Swartz, Community Development Coordinator Glen Lewinski, and Emergency Government Coordinator Jim Malueg.

### **Approve Minutes of January 22, 2003**

**MOTION:** Behrend moved, second by Griffin to approve the minutes of January 22, 2003. Motion carried 5 -0.

### **Executive Committee Report**

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Began stage two of the County Code revisions. Each chapter will be reviewed in its entirety.
- Approved the CDBG and Federated Library ordinances, also on this agenda.

Don Broesch arrived at 3:06 p.m.

### **Schedule Next Meeting Dates**

February 19<sup>th</sup>.

### **Announcements**

Haukohl discussed the recent Legislative Conference in Madison. She said the Wisconsin Counties Association with Mark O'Connell now in charge is a very refreshing change. The governor gave an excellent speech and stated he would not raise taxes. His budget will be released and sent to the Legislature on February 18. Many in the governor's cabinet members are lawyers and each of them gave interesting presentations in an open forum which included questions and answers at the end. Several legislators held a roundtable discussion and also answered questions.

### **Read Correspondence**

Haukohl distributed copies and highlighted the most recent Executive Committee correspondence list.

### **Contract Procurement Process for Rideline Paratransit Services**

Bellovary said the contract was awarded to Medacare Vans, Inc. (d/b/a Transit Express Services), the highest rated proposer, for a total contract cost of \$2,404,487.52 for two years – \$1,178,579.26 the first year and \$1,225,908.26 the second year. The first year budgeted amount was \$1,173,438. A total of 33 RFP's were sent to potential vendors and 3 were returned for consideration.

**MOTION:** Marchese moved, second by Broesch to approve the contract procurement process for Rideline paratransit services. Motion carried 6 -0.

**Contract Procurement Process for Transit Administration Services**

Boltesaid the contract was awarded to the City of Waukesha, the highest rated proposer, for a total contract cost of \$66,206 for 2003. The amount budgeted for 2003 was \$95,000. Subsequent costs are \$68,850.08 for 2004 and \$71,604.08 for 2005, not to exceed an amount based on a maximum 4% CPI inflator. Two RFP's were sent to potential vendors, the other being the County of Milwaukee, and both were returned for consideration.

Broesch referred to this morning's newspaper article where it was discovered that the home office of the City of Waukesha's administrator is actually out of Ohio. Broesch researched this issue and found out that the company is called Professional Transit Management of Waukesha, Inc. and all employees are employed with this company. The City of Waukesha owns the equipment although vehicle maintenance, management, and the vehicle operators are contracted out to this company which is incorporated in the State of Wisconsin. The fact that the parent company was based in Ohio was no concern to him.

**MOTION:** Broesch moved, second by Griffin to approve the contract procurement process for transit administration services.

Bruce asked why there weren't interviews conducted (prior to knowing price), especially since the scores were so close? Behrend said normally they conduct interviews, but in this case, each evaluation committee member's scores were almost the same. He said each vendor was qualified and after a lengthy discussion, the evaluation committee had agreed that interviews weren't necessary. Bruce was concerned that the prices of the two firms were so drastically different and she hopes we're not sacrificing quality and service because one price was so much lower. Bolte felt both vendors are very capable organizations.

To answer Marchese's question, Bolte said this company will perform everything that our staff would have performed had we not contracted out.

Motion carried 6 -0.

**Ordinance 157- 110: Appropriate Funds to the Department of Public Works, Highway Operations Fund 2003 Budget**

Crosswaites said this ordinance involves purchasing a portable message board to be used in response to traffic and roadway conditions that may not be anticipated. Marchese said this was a waste of money and he questioned how many people actually look at the types of signs. Madert talked about numerous benefits including accident prevention, and that it could actually save the County money.

**MOTION:** Behrend moved, second by Marchese to approve ordinance 157 -O-110. Motion carried 6 -0.

**Ordinance 157- 113: Endorse the Receipt and Expenditure of Federal Funds to Enhance the Automation Activities of Waukesha County Federated Library System Member Libraries**

Hennen noted that this ordinance will have no impact on the tax levy and the Executive Committee approved it unanimously. This will fund part of the full automation project, which is ongoing, for member libraries.

**MOTION:** Behrend moved, second by Bruce to approve ordinance 157 -O-113. Motion carried 6 -0.

**Fund Transfer 2003 -501000-1: Non -Departmental -General -Transfer funds from Fixed Assets to Operating Expenses**

Swartz explained the fund transfer as a budget correction. The 2003 budget incorrectly includes a fixed asset, \$235,000 for the first payment of a building capital expenditure grant for renovation of the courthouse annex building which is no longer owned by the County. The \$235,000 payment to the Waukesha Historical Society should be budgeted as an operating expense, not a fixed asset.

**MOTION:** Bruce moved, second by Marchese to approve fund transfer 2003 -501000-1, Non - Departmental. Motion carried 6 -0.

**Ordinance 1570- 114: Approve Appropriation of Community Development Block Grant (CDBG) and Home Investment Partnership Program Income**

Lewinski said this ordinance comes through twice each year and involves their program income for the various programs run under Community Development. Basically, the County Board is approving where the money originated from and that it went back into a revolving loan account for each program area. Copies of the revised fiscal notes were distributed which Lewinski said clarifies how the money was distributed between CDBG and Home program income. He went on to discuss the programs in detail.

**MOTION:** Broesch moved, second by Behrend to approve ordinance 157 -O-114. Motion carried 6 -0.

**Ordinance 1570- 115: Approve Application for and Acceptance of FY -2002 Domestic Preparedness Sub -Grant Funds and Modify the Waukesha County Emergency Management's 2003 Budget to Appropriate Grant Expenditures and Revenues**

Malueg said Waukesha County is eligible for federal grant funds totaling \$168,078 intended for domestic preparedness equipment for first response agencies and for certain infrastructure security measures. He noted that the list of eligible items is very specific. Malueg said he solicited police and fire departments in Waukesha County to determine if there were any items on the list they were interested in. He distributed copies of "Equipment Needs" which included information on equipment desired and cost. Malueg advised that \$81,000 of the grant will also be used to fund the building security project, included in the County's capital plan, and he explained the scope in detail.

**MOTION:** Bruce moved, second by Griffin to approve ordinance 157 -O-115. Motion carried 6 -0.

**MOTION:** Marchese moved, Bruce second, to adjourn at 4:40 p.m. Motion carried 6 -0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin  
Secretary